



## HOW TO FILE A WORKER'S COMPENSATION CLAIM

Every employee makes a valuable contribution to the City of West Lafayette, where we strive to provide a safe work environment. Supervisors and employees share responsibility for creating and maintaining a safe workplace. Maintaining a safe workplace requires the continuous cooperation of all employees. Safety must be a primary concern in every aspect of planning and performing all city activities.

### **ACCIDENT REPORTING**

1. Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious conditions often arise from small injuries if they are not cared for at once.

**If an injury/illness is deemed an emergency or life threatening, call 911, and make the employee comfortable until the ambulance arrives. Upon arrival to the nearest emergency room, identify the patient as an employee of the City of West Lafayette and the injury/illness as a workers' compensation claim.**

**If the injury/illness is not deemed an emergency but requires medical attention, call Clarian Arnett Occupational Health Services, 448-8708 and transport to 3746 Rome Drive (behind Culver's), Lafayette (Monday – Friday; 8:00 a.m. – 5:00 p.m.).**

**If the injury/illness occurs outside of Clarian Arnett's regular business hours, notify your supervisor who will arrange transportation to the nearest Clarian Arnett Urgent Care facility (8:00 a.m. to 8:00 p.m.). If the injury/illness is urgent, transport to the nearest hospital emergency room. Identify the patient as an employee of the City of West Lafayette and the injury/illness as a workers' compensation claim.**

If an employee can wait until Clarian Arnett Occupational Health Services opens without detriment to themselves, they should do so. If an injury/illness occurred on a previous day and the employee did not wish to seek medical care at the time of the injury, the employee is expected to wait until Clarian Arnett Occupational Health Services opens at 8:00 a.m.

**If the injury/illness does not appear to require medical attention, simply complete the First Report of Employee Injury/Illness form.**

THE FIRST REPORT OF EMPLOYEE INJURY/ILLNESS FORM MUST BE COMPLETED IMMEDIATELY FOLLOWING THE INJURY/ILLNESS BY THE SUPERVISOR.

**NOTE: Employees seeking medical attention without notifying the employer or supervisor of the injury/illness are assuming responsibility for their own medical costs. This may be waived in extenuating circumstances only. It is mandatory that employees go to the City's designated provider if at all possible.**

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2. The supervisor should complete the First Report of Employee Injury/Illness and send it to **Accident Fund Insurance either on-line or via fax to 866-814-5595**. Human Resources must also be notified immediately and receive the original form within 48 hours. If HR is available, the supervisor may hand-carry the First Report of Employee Injury/Illness form to HR who will send the form to Accident Fund Insurance.
3. Once the injury is determined to be compensable and if a claim will potentially involve lost time exceeding 21 days, HR will notify the Clerk-Treasurer's Office who will prepare and forward a wage history statement to Accident Fund Insurance.
4. The employee must complete a record of hours worked (if any), sick leave, vacation, personal leave, holidays, or time without pay to be charged. The record should also reflect if the employee is working with light duty restrictions, along with the appropriate pay level. The original is sent to the Clerk-Treasurer's office with a copy to HR.
5. Once compensation begins, payments are made every 14 days by Accident Fund Insurance. Checks are sent directly to HR to be picked up by the employee. A written verification of receipt of the check is required.

***Worker's Compensation is a very important benefit that provides you with the security and protection of continued lost wages and medical reimbursement for all reasonable and related medical expenses.***

***Safety is everyone's responsibility! If you have an idea for improving workplace safety or have any questions regarding other aspects of workers' compensation, please contact the Human Resources Department.***

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